PSSP – How EDMS Functions
May 24, 2016

1) **What types of file formats can be loaded to PSSP and transferred to EDMS?**
Virtually any file type is supported.

2) **Can you save an email as a PDF and merge with a document, then upload to PSSP?**
Yes.

3) **You note that document comments will be archived. If these document comments are not part of the EDMS upload, and the project sites are not saved or archived, how are these document comments archived?**
They well be exported to Excel and the Excel will be imported into EDMS.

4) **Right now meeting recordings are attributed to EDMS. Will this still be able to be done?**
Yes.

5) **How are notarized forms handled in this system?**
We are in the process of trying to remove the notary requirement.

6) **Has it been decided how long a project will remain in PSSP after final acceptance?**
As long as documents are still being exchanged.

7) **What is the quality control plan for PSSP documents?**
The same as the current quality control.

8) **Are there going to be EDMS numbers generated with the new system and how will it affect finalizing the contract package?**
EDMS will assign a unique number like it always has.

9) **Can we electronically sign a word document with an Identrust signature?**
Yes.

10) **Will VPN's still be required?**
No. PSSP is outside the FDOT firewall.

11) **Are contractors being invited to these training sessions or is it the CEI responsibility to train contractor personnel?**
Yes, please refer to the construction website.
http://www.dot.state.fl.us/construction/eConstruction/ProjectSolve.shtm

12) **Does the PA have to review every document before it can be added to EDMS?**
This is the responsibility of the PA, CSS, and/or their delegates.

13) **Can you show us again how to get to the website for a consultant, not a DOT person?**
http://www.dot.state.fl.us/construction/eConstruction/ProjectSolve.shtm

14) **If you have a document that requires additional digital signatures, will it automatically update or does it have to be uploaded as a separate document?**
You can just overwrite the existing file when saving back to PSSP.

15) **When this is all said and done, will there be a manual like there is for Site Manager to reference back to?**
Yes.

16) **Is there a possibility of those of us with jobs letting in July to be able to have early access to PSSP in order to become familiar with the screens and maneuvering within the site?**
Yes. Contact your PA or district PSSP administrator.

17) **If a document is a single document, plus tied to another (i.e. a monthly estimate), can the single document be put in EDMS and then also added to the estimate package?**
Yes, but we don't recommend the duplication of data.

18) **If a document is automatically archived, who is then able to make corrections if corrections are needed?**
District EDMS administrator has authority edit published documents. QA/QC process should be done in PSSP.

19) **What is the easiest way to get the TSO estimate to PSSP?**
https://fdotwp1.dot.state.fl.us/wTWebgateReports/Login.aspx
Access webgate reports, go to construction sitemanager, sitemanager pay estimate submission, and then enter the contract number. Select the estimate file and click submit. You can then sign and submit the created PDF.

20) **How will documents in MAC, like an approved QC plan, get into EDMS if not thru PSSP?**
Material related data will be stored in MAC not PSSP and not EDMS. Material related reports can be generated from the MAC system.

21) **Wouldn't access to PSSP be given at award or execution? The survey waiver and other docs get generated before the precon, even the invite to the precon.**
No. Access to PSSP is given on an individual basis. Sites can be created during the awarded state.

22) **Who did you say to ask for access to training sites? Is there a list district by district?**
Ask your district PSSP administrator.
http://www.dot.state.fl.us/construction/eConstruction/ProjectSolve.shtm

23) **Do you see PSSP extending into the maintenance side (ie. Contracts)?**
Potentially.

24) **Does the consultant need to submit an AARF for password and access to system?**
No.

25) **Does the comment section of the attribute page take the place of form letters that are used for acknowledgement or acceptance? For example, we currently use a form letter for acceptance of CQC plan.**
No.

26) **How will consultants get passwords for PSSP?**
To create an account visit: https://newuser.pbid.com/. All account related information will be included in an email that is sent to you.

27) **Who will provide support when we have problems with the system? Normally, we send request to our FDOT Service Desk for support. What do we do for PSSP?**
Send any request to CO-SWCPRPSSP@dot.state.fl.us

28) **When adding the document description, does it let you type the first three letters and auto-scroll to that item in the list?**
Yes.

29) **Can a contractor drag and drop from PSSP to their own share point?**
No.

30) **Is there a section for final estimates to make audit comments?**
Yes, on the project document library.

31) **Are we able to upload asbuilts?**
Yes.

32) **Will there be a test site set up?**
Yes.

33) **Can you email multiple files at the same time?**
Yes, but there is a file attachment size limit normally imposed by the email provider.

34) **How do you zip files?**
Refer to Webinar #3 at the following link https://youtu.be/L4UbFlQJb24?t=36m36s.

35) **Are we no longer going to group and type a doc? I didn't see the group and type when he was attributing the document.**
No. PSSP will assign document group and type based on document description chosen from the dropdown.